

USIB

17 April 1964

MEMORANDUM FOR THE RECORD

Subject: Availability of Secure Area Space in Federal Records Center

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1. On 16 April I met with [] Chief, Physical Security Division, Office of Security to discuss a plan for use of space in the Federal Records Center at Alexandria to store inactive Agency records.

STAT 2. I advised [] of these facts:

- a. we would like to transfer about 7200 cubic feet of records classified Secret and below to the GSA Center shortly (5000 cubic feet Finished Intelligence, 1500 cubic feet USIB reference materials and 700 cubic feet

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- b. we will propose later that all Agencies in the USIB Community agree in the use of the space (about 100,000 cubic feet) in the new GSA Records Center at Suitland, Maryland for the storage of intelligence documents.
- c. the DDS has been advised of our proposals and concurs.
- d. the interested components in the DDI area have been contacted and agree to these proposals.
- e. Records officers in all USIB Agencies contacted agree on our proposals.

STAT 3. [] agreed to inspect the GSA Region 3 Center and

advised me as to its suitability for storage of our records. He

STAT will contact [] and have him make arrangements with
GSA for a visit to the Center

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[]
Chief, Records Administration Staff

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cc:

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